

ADMINISTRATIVE ASSISTANT NON-EXEMPT

The City of New Carrollton is looking for a highly motivated Administrative Assistant who takes initiative to support key government functions including but not limited to Human Resources and Economic Development. The ideal candidate must be extremely proficient in Microsoft Office and various social media platforms including Facebook and Twitter. The administrative assistant role is customer centric and engages with all levels of staff as well as the public. The individual must possess excellent verbal and written communication skills and be able to exercise a high degree of discretion when dealing with confidential information. Prior experience supporting a human resources and/or economic development department is preferred. Previous experience working for a local government is a plus. Pay commensurate with experience.

ESSENTIAL FUNCTIONS

Human Resources Duties

- Advertise open positions internally and externally, screen candidates, schedule interviews, and send interview confirmation emails.
- Check hr@newcarrolltonmd.gov email daily, and respond to general requests.
- Assemble pre-hire and new hire packets, assist with New Hire Orientation.
- Prepare Family Medical Leave packets upon request.
- Assist with employee events including Open Enrollment Fair, Wellness Fair, Employee BBQ, Employee Holiday Party, and other personnel related events.
- Assist with Safety Meeting preparation and other related events.
- Prepare personnel materials such as policy revisions and open enrollment packets for mass distributions.
- Conduct research as needed on Compliance, Wellness, Benefits, Training, Performance, Employee Engagement etc.
- Track employee birthdays and anniversaries; Circulate cards for employee birthdays, illness, bereavement, and births.
- Work with department heads and supervisors to schedule employees for personnel trainings.
- Assist with conducting various internal audits.

City Administration & Economic Development Activities

- Assist with outreach marketing and community promotions.
- Provide regular updates to the City's Facebook and Twitter feeds.

- Assist the ACAO with economic development activities, including annexations.
- Research grant opportunities and other funding sources and assist in grant preparations.
- Participate in the City's Business Retention (BRE) Program.
- Provide general administrative support, as needed.
- Prepare Welcome packets and Economic Development packets, as needed.
- Assist with phone and resident/visitor interfacing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

The attributes listed below are representative of the knowledge, skill and/or ability required:

- Ability to work under minimum supervision and to make appropriate decisions.
- Ability to work with diverse population and to communicate with all levels of staff, vendors and residents in a professional and friendly manner.
- Ability to complete multiple tasks simultaneously and accurately.

Physical Requirements:

- Ability to operate a variety of office equipment.
- Standing, Bending, Lifting up to 45 lbs.

Language Ability & Interpersonal Communication:

- Ability to prepare read and follow oral and written instructions.

Environmental Adaptability:

- Work is performed in an office environment

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

- Minimum of 2 years of experience in an administrative role
- Associate's Degree preferred
- Highly proficient in Microsoft Office (Word/Excel/Access/PowerPoint)
- Proficient in social media (Facebook/Twitter)
- Strong problem-solving skills
- Must have a valid driver's license

Interested candidates should forward their cover letter and resume to hr@newcarrolltonmd.gov.